



**CITY OF ALEXANDRIA, VIRGINIA**  
**DEPARTMENT OF CODE ADMINISTRATION**

301 King Street, Room 4200, Alexandria, VA 22314  
703.746.4200 www.alexandriava.gov/code

**Property Owner's Affidavit**

This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. This affidavit must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to permit issuance. Copies of affidavits are not acceptable. (Please Print).

I \_\_\_\_\_ Owner of the property

listed below, certify that I have granted \_\_\_\_\_

my duly authorized agent, permission to obtain the permit(s) for the construction (or installation) of \_\_\_\_\_

at my property at the following address (include suite no. if available)

\_\_\_\_\_  
I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.

\_\_\_\_\_  
**Signature of the Property Owner**

\_\_\_\_\_  
**Date**

State/ District of \_\_\_\_\_ City/ County of \_\_\_\_\_

I \_\_\_\_\_, a Notary Public in and for the  
aforesaid State/ District hereby certify that \_\_\_\_\_

Appeared before me in the State/District and city / County aforesaid and executed this  
affidavit on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**NOTE TO PROPERTY OWNERS BEFORE SIGNING THIS AFFIDAVIT:**

If you've made arrangements with a contractor to do the work intended by this permit(s), the City of Alexandria strongly recommends that the contractor be the responsible party to secure the permits required by the Uniform Statewide Building Code (USBC). When contractors apply for permits, the City will verify that he/she is properly licensed by the State and City to perform the intended work. Unwillingness by the contractor to obtain required permits may be an indication that he/she is not properly licensed. **For your protection, don't deal with unlicensed contractors.** If you have any questions about licensing regulations, please contact the Permit Center on **703.746.4200** or DPOR/State Board for Contractors, on **804.367.8511** or [www.dpor.virginia.gov](http://www.dpor.virginia.gov).